

FLEET SERVICE WORKER II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of semi-skilled work in the maintenance and servicing of City automobiles, trucks, construction and other items of equipment; and to assist automotive mechanics.

Supervision Received and Exercised:

Receives general supervision from higher level supervisory or management staff.

Distinguishing Characteristics:

This is the full journey level class within the Fleet Service Worker series. Employees within this class are distinguished from the Service Worker I by the performance of the full range of duties as assigned including semi-skilled maintenance and servicing of City automobiles, trucks and equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Essential Functions:

Duties may include, but are not limited to, the following:

- Inspect, dismount, patch, change, replace, rotate, mount, and balance tires and tubes on all classes of City vehicles; determine excessive or improper wear of tires inspected and serviced.
- Service all types of City equipment; change oil, air, fuel and hydraulic filters; lubricate chassis; test and replace batteries and alternators; test radiator, hoses and wiring for problems.
- Perform basic diagnostics and repairs on a wide variety of gasoline and diesel equipment and vehicles.

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- Inspect City vehicles for potential equipment failure.
- Check entire braking system; replace faulty brakes.
- Make road calls to service disabled City vehicles.
- Maintain accurate records of all completed work; record parts and petroleum products used.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

One year of experience as a garage attendant including tire repair. Familiarity with a variety of automotive servicing functions, preferably including familiarity with heavy equipment and some routine systems diagnostic experience.

Education:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

- Requires the possession of a valid driver's license.
- Possession of a valid Arizona Class A Commercial Driver's License (CDL) within 6 months of hire.
- Automotive Service Excellence (ASE) certification is preferred.

Additional Requirement:

Possession of a basic set of mechanic hand tools.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

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(Pending)

Job Code: 076

Status: Non-exempt/ Classified